




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

February 10, 2016

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Mitchell J. Ross 
Director

SUBJECT: Fiscal Year 2016 (FY16) Late Acquisition and Grant Requests

The purpose of this memorandum is to set forth the procedure to process late acquisition and financial assistance actions in FY16. The anticipated date for all FY16 contract actions to be obligated and submitted for recordation is no later than 5:00 pm Eastern Time on Friday, September 23, 2016. The anticipated date for FY16 grants obligations is Tuesday, September 27, 2016. The actual dates for recordation are established by the NOAA Finance Office and will be provided once they have been finalized. All Procurement Requests for acquisition or financial assistance must be submitted for processing prior to the established cutoff dates. Late actions may be accepted for processing on a best effort basis, in accordance with the following:

1. The Requestor shall process the attached Late Acquisition and Grant Request Form. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy version to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director. Please see the attached Late Acquisition and Grant Request Form for process instructions.
2. The decision to process the action will be issued by the Director of the Acquisition and Grants Office (AGO) in a timely manner, normally within three business days. The decision will be based on need; compliance with law, regulation, and policy; resources; and completeness of the requisition package.
3. Requisitions with insufficient Procurement Administrative Lead Time (PALT), as set forth in the Commerce Acquisition Manual Chapter 1307.1 Acquisition Planning, shall be considered late actions and processed on a best efforts basis.
4. AGO decisions may be appealed to the Deputy Under Secretary for Operations.

cc: Deputy Under Secretary for Operations
NOAA Executive Panel
CFO Council
CIO Council
Acquisition Management Advisory Committee
Grants Management Advisory Committee

Attachment

NOAA Acquisition and Grants Office

Late Acquisition and Grant Request Form

Date of Request

Acquisition ☐ Financial Assistance ☐ Current FY Dollar Obligation:

PR/ Grant Number: Total Award Proposed Value:

NOAA Line/Staff Office:

NESDIS <input type="checkbox"/>	NMFS <input type="checkbox"/>	NOS <input type="checkbox"/>	NWS <input type="checkbox"/>	OAR <input type="checkbox"/>	OMAO <input type="checkbox"/>	OED <input type="checkbox"/>
AGO <input type="checkbox"/>	CAO <input type="checkbox"/>	CFO <input type="checkbox"/>	CIO <input type="checkbox"/>	USEC <input type="checkbox"/>	WFMO <input type="checkbox"/>	OTHER <input type="checkbox"/> <hr style="width: 50%; margin: 0 auto;"/> Specify

Requestor Name: _____
SignatureDate

DAA/SO Director: _____
SignatureDate

Summary Statement of Need and Criticality:

↑ *Top Portion* ↑

Acquisition and Grants Office Use Only:

Acquisition Division /GMD Director Name:

Recommend Approval ☐ Recommend Disapproval ☐

SignatureDate

Approved ☐ Disapproved ☐

Date
 Mitchell J. Ross
 Director, Acquisition and Grants Office

NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form Instructions

1. The Requestor shall process the Late Acquisition and Grant Request Form through their servicing Acquisition Division to the Head of the Contracting Office (HCO) or Grants Management Division (GMD) Director.
 - a. The top portion of the Late Acquisition and Grant Request Form must be **complete** for each request with proposed values, purchase request number or grant number, the requestor name, Deputy Assistant Administrator or Staff Office Director name, and the summary statement of need and criticality.
 - b. The Late Acquisition and Grant Request Form must be signed by both the **Requestor** and the **Deputy Assistant Administrator** or the **Staff Office Director**.
 - c. An electronic submission of the Late Acquisition and Grant Request Form is acceptable.
2. The HCO or GMD Director will review the Late Acquisition and Grant Request Form and recommend approval or disapproval. Once processed, the form is sent by the HCO or GMD Director to the Director of AGO for action.
3. The Director of AGO will return the approved/disapproved Late Acquisition and Grant Request Form to the HCO or GMD Director.
4. The HCO or GMD Director will return the approved/disapproved Late Acquisition and Grant Request Form to the Requestor.